

Central Intelligence Agency



Washington, D.C. 20505

EDS-0719

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26 FEB 1985

MEMORANDUM FOR: General Services Administration Building Managers:

FROM: Henry P. Mahoney  
Director of Logistics

SUBJECT: Designation of Official and Alternate Authorized  
to Directly Contract with Building Owners

REFERENCE: Ltr for DDA fm Regional Administrator, GSA,  
dtd 16 Nov 82, Same Subject

In accordance with the referenced letter, a copy of which is attached, the following individuals are authorized to place orders for work in General Services Administration (GSA) buildings. These officials are also authorized to contract directly with the owners of these buildings in accordance with current GSA regulations:

Chief, Real Estate and Construction Division  
Office of Logistics (OL)

Executive Officer, Real Estate and Construction  
Division, OL

Henry P. Mahoney

Attachment:  
Reference

OL/RECD/ (22 Feb 85)

Distribution:

- Orig - First Addressee (w/att)
- Orig - Second Addressee (w/att)
- ✓ 2 - DDA (one w/att)
- 1 - OL/RECD Official (w/att)
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Services Capital  
Administration Region Washington, DC 20407

DD/A Registry

82-2769

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Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

The Administrator of General Services on September 20, 1982, increased the authority delegated to Federal Agencies to order special space alterations directly from General Services Administration (GSA)-established term contracts and unit price agreements <Federal Property Management Regulations, section 101-20.105>. In addition to increasing the project threshold delegated from \$1,000 to \$10,000, ~~this change permits direct contracting for these space alterations when GSA term contracts or unit price agreements are not available.~~

This letter transmits procedures which will allow your agency to exercise this authority (see Enclosure 1), and provides listings of the buildings in this region for which contracts or agreements are in effect. ~~As the first step, you should designate those officials who will be authorized to place orders for work in GSA buildings.~~ These officials should then contact the local GSA Field Office to obtain letters of delegation from the GSA contracting officer, and copies of the applicable term contracts and unit price agreements. ~~Please note that you are limited to one ordering official and one alternate in any one building.~~ Our District and Buildings Managers are familiar with these procedures and can answer questions you may have on this subject.

The use of this delegation can materially reduce the lead time necessary to effect small space alterations, give you more control over these projects and greatly reduce the related administrative costs. I urge you to take advantage of this provision to the maximum practical extent.

BERTRAND G. BERUBE  
Regional Administrator

Enclosures:

1. Procedures for Agency Use of Special Space Alterations Authority
2. List of buildings with available Term Contracts
3. List of buildings with available Unit Price Agreements

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PROCEDURES FOR AGENCY USE OF SPECIAL SPACE ALTERATIONS AUTHORITY  
LIMITED TO \$10,000 PER PROJECT

Background. By amendment to the Federal Property Management Regulations, the Administrator of General Services authorized Federal agencies to procure special space alteration services that are not in excess of \$10,000. (FPMR Subchapter D, Part 101-20.105)

Delegated Authority

a. Ordering Work, Section 101-20.105(a) states:

Where GSA has operative term contracts and unit price agreements for accomplishment of space alterations in Government-owned and leased buildings, respectively, agencies are authorized, at their option, to serve as ordering officials under these contracts and agreements and may, with the prior written approval of the GSA buildings manager, order special space alteration services available under these contracts and agreements provided, however, that no such individual order or total for a combination of orders for a special space alteration project shall exceed \$10,000 for the special space alteration project, complete. Agencies shall use Standard Form 147 (Order for Supplies or Services) or GSA Form 300 to order special space alteration services under these contracts and agreements and shall be responsible for certifying satisfactory completion of the ordered work.

In those cases which GSA does not have term contracts or unit price agreements available, agencies may contract directly for these special space alteration services, again provided that the prior approval of the GSA buildings manager has been obtained and that the project does not exceed \$10,000, complete.

b. Billing and Payment, Section 101.21.604(h) states:

Each agency shall ensure that bills for special space alteration services, ordered under the provisions of paragraph 101-20.105(a), shall be rendered by the term contractor under term contracts or by the lessor under unit price agreements directly to the agency's paying office.

Procedures

a. Designated Officials

Each agency intending to order under this authority shall furnish the local GSA Buildings Manager a written list of the officials authorized to place orders against GSA term contracts and unit price agreements. This list should be revised as personnel changes occur. The Buildings Manager in turn will advise the designated officials of any term contracts or unit price agreements in effect for the buildings in which they occupy space and will make copies of the agreements and contracts available to the officials. The Buildings Manager shall also notify

the agencies of the expiration and effective dates for existing and new contracts and agreements.

b. Delegation of Contracting Authority

The GSA Buildings Manager will arrange for a formal delegation of contracting authority to be issued to designated officials. This is required prior to making any orders under GSA term contracts or unit price agreements, and prior to contracting directly for work.

c. Placing Work Orders

(1.) The ordering agency shall identify its requirements, determine the quantities required, and select the applicable line items from the term contract or unit price agreement. (If the project requires work not described in term contract or unit price agreement line items, see section 1.b, below). The agency shall then multiply each quantity by the unit price for the required work to determine the total value of the order. If the total exceeds \$10,000, the requesting agency must submit a Reimbursable Work Authorization (GSA Form 2957) to the local GSA Field Office in the usual manner. If the total is less than \$10,000, then the agency should complete GSA Form 300 in accordance with the instructions in Appendix A. Standard Form 147 may also be used for this purpose, but GSA Form 300 is preferred for its greater suitability and uniformity. GSA Form 300 may be obtained in the same manner as agencies now obtain GSA Form 2957. If SF 147 is to be used, the same procedures apply.

(2.) If the project requirements call for items of work which are not included in the term contract or the unit price agreement, the agency may either submit a Reimbursable Work Authorization (GSA Form 2957) to have the entire job done, or the agency may contract directly to have the entire job done. If the agency chooses to contract for the work, preparing the specifications, the scope of work, advertising, etc., are all the responsibility of the agency. The Standard Form 19 and 19a should be used for this purpose, again because of its suitability and uniformity, although other approved contract instruments may be used.

GSA also has available "short form specifications" which may be used. The GSA buildings manager can provide information and available specifications; a list of construction specifications is attached as Appendix B. Otherwise, the same procedures apply either when ordering from term contracts or unit price agreements or when contracting directly.

(3.) The completed GSA Form 300 or SF 19, together with a scaled floor plan of the room or rooms where work is requested, color-coded to show removals and installations, shall be submitted to the local GSA Buildings Manager for review and approval. The floor plan need not be elaborate but it is required for updating the master building assignment plan which is the source for Standard Level User Charge (SLUC) assessments and also facilitates the review and approval process. Failure to include a floor plan may delay approval if the

Buildings Manager considers it necessary to send someone to physically inspect the work location and prepare a floor plan or sketch.

(4.) The Buildings Manager shall review the work order to assess its possible impacts on building systems and structures, conformance with lease provisions, and potential effect on other alteration or repair projects. Normally the Buildings Manager shall return the work order to the requesting agency within five (5) working days of its receipt in the Field Office. If the Buildings Manager approves, he shall so signify by signing the face of the GSA Form 300, or SF 19. Approval for independent contracts should be obtained before bids are solicited. If he disapproves, he shall advise the requesting agency of his reasons and the requesting agency may resubmit a revised work order/contract or submit a GSA Form 2957 to the Field Office.

(5.) Once the Buildings Manager has approved the work order, the ordering agency must issue the order/contract to the contractor or lessor. ~~Progress inspections, final inspection and acceptance, and~~ payment are all the responsibilities of the ordering agency, as specified in FPMR, Section 101-21.604(h) (see above). The ordering agency is also responsible for reporting information required by the Federal Procurement Data System or any other contract information. Within ten (10) days of preparation, the ordering agency must provide copies of the ordering document and the final payment document: one copy to the GSA buildings manager and one copy to the GSA contracting officer, as specified in FPMR, Section 101-20.105(a)(2).

(6.) Copies of as built drawings must be submitted to the GSA buildings manager within 30 days of the project's completion.

NOTE: Use of this procedure is optional with Federal agencies. Agencies may continue the present process of submitting Reimbursable Work Authorizations for special space alterations to GSA. ~~In no case~~ may agencies attempt to accomplish a project whose total cost exceeds \$10,000 by submitting multiple work orders under these procedures. If the total value of special space alterations exceeds \$10,000 for any project, the requesting agency must submit a GSA Form 2957 to the Field Office. A project is defined as all space alterations in a contiguous area together with the associated changes to building support systems. It must also meet the requirements in the Federal Procurement Regulations for a small purchase <41 CFR § Subpart 1-3.6>.

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